



JOB DESCRIPTION

Title: **ADMINISTRATIVE SECRETARY**
Department: Council
Class Code: 0525
FLSA Status: Non-Exempt
Effective Date: March 12, 1990 (Rev. 7/01)
Grade: 12

GENERAL PURPOSE

Under general supervision from the Executive Director of Staff of the Council performs a variety of complex and confidential secretarial duties.

This is an appointed position to the Murray City Council and is exempt from the Career Service System.

EXAMPLE OF DUTIES

- *-- Acts as executive secretary to City Council, Executive Director of Staff, and other Council staff as needed.
- *-- Answers telephone and serves as a receptionist and assists persons in obtaining requested information.
- Coordinates appointments for Council members, Executive Director and others as needed.
- *-- Transcribes minutes for Council Committee of the Whole and Budget Committee meetings as requested and other meetings as requested, using independent judgment in arrangement and expansion of the text.
- *-- Follows up on complaints, requests for information and inquiries of the public and at the request of Council members and Executive Director.
- *-- Maintains the filing system for office and sets up systems for Council members when requested.
- *-- Maintains Council Library and periodicals.
- *-- Updates and maintains the minutes and agenda books.

- *-- Prepares, posts and distributes agendas to all departments; mails copies to the press.
- *-- Attends Council meetings and various committee meetings when requested.
- *-- Inventories departmental supplies; orders necessary supplies.
- *-- Types statistical information and reports and correspondence for Council members, Executive Director and staff as requested; deals with confidential minutes, meetings and situations.
- Maintains newspaper clipping scrapbook on all Council related items.
- Composes for Council signatures special letters of recognition, commendation and appreciation.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from a college with an Associate's Degree in Secretarial Science and two (2) years of related clerical experience, to include six (6) months experience in word processing (I.B.M. AS System 400 desired), OR any equivalent combination of education and experience.
- Preference given to those with experience in the use of word processing, spreadsheets and a typing speed of 60 net words per minute or better.

Special Requirements

- May be required to attend night meetings when necessary.

Necessary Knowledge, Skills and Abilities

- Working knowledge of general office practices and procedures; working knowledge of the proper use of grammar, punctuation and spelling; some knowledge of the department and the basic functions it performs.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheet, and database software; scanner; phone; copy machine; fax machine; transcriber; 10-key calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to walk and stand.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

* Essential functions of the job